



Boca Ciega Ballroom

Rules & Regulations

- ❖ A \$1,000.00 damage deposit will be paid at the time of booking to reserve desired date.
- ❖ Renters will stress control and safety precautions will be maintained at all times. Damage to the facility will be assessed and charged to the renter(s) of the facility. Renter is responsible for any items lost, stolen, or broken/damaged during their period of use and will be charged for repairs and/or replacement of the item at current cost prices.
- ❖ Renters authorize that any damage caused by renters will be immediately charged to the credit card on file.
Name on card:_____ **Card #:**_____ **Exp:**_____ **V-Code:**_____
- ❖ Entire rental total must be paid in full **90 days** or more prior to the event date. Failure to pay in time will result in the cancellation of your event.
- ❖ Cancellation Policy: No refunds will be issued for cancellations.
- ❖ Extenuating circumstances for full refunds may be approved by Director.
- ❖ No renters have access to building for any set-up or other purposes before the designated start time on rental contract.
- ❖ If your rental runs past the time designated on your contract, you will be charged the hourly rate.
- ❖ All groups/individuals must be out of the facility by 12:00 AM. Failure to comply will result in immediate response from the Pinellas County Sheriff's Department and additional charges on the credit card on file.
- ❖ Rented equipment shall not be dropped off at the facility before the exact start time and day of your event unless approved by Rental Coordinator. All rented equipment must be removed the day of the function by designated ending time on your contract. Failure to comply will result in additional charges until the items are removed.
- ❖ The City Staff on duty is in charge and shall be obeyed at all times. Renter should report any problems to City Staff.
- ❖ All items brought into the facility must be taken out or disposed of (liquor bottles, food, decorations, etc.) **ALL TRASH WILL BE BAGGED AND PLACED IN THE DUMPSTER BY RENTERS.** Failure to dispose of trash will result in an automatic \$150.00 additional cleaning fee that will be charged to your card on file.
- ❖ All decorations being hung to the walls or ceiling is prohibited by the renter. All decorations must be set up and taken down by a licensed vendor.
- ❖ All decorations must be fireproof (including crepe paper, fabrics, etc.)
- ❖ Throwing of rice, confetti, birdfeed, or colored blowing bubbles is prohibited.
- ❖ As of October 1st, 1985, the "Florida Clean Indoor Air Act" is in effect:
 - **Section 4 Prohibitions-** No person may smoke in a public place or at a public gathering place except in designated smoking areas.
 - **Section 5 Designation of Smoking Area-** The person in charge of public place may designate a smoking area.
 - Any person who violates Section 4 of this act is guilty of a non-criminal violation as provided for in S. 775.08(s), Florida Statutes, punishable by a fine of not more than \$100.00 for the first violation and not more than \$500.00 for each subsequent violation.
- ❖ Insurance- All renters wishing to serve food and/or alcohol in a City facility must purchase rental liability insurance through the through the Rental Coordinator. Payment for this is due at the time payment is made for the rental facility.
- ❖ Alcoholic beverages served within any City facility SHALL NOT be sold. The renter shall be responsible for ensuring no one under the State's legal drinking age and no one visibly intoxicated is served.

Renters are requested to read and fully understand the terms set forth in this agreement. Groups or individuals using City facilities assume full public responsibility and in signing this contract agree to absolve the City of St Pete Beach, employees and agents of any liability, claim or damage incurred by participants or spectators of the activity.

Signature: _____ Date: _____